



Natural Resources Conservation Service
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March 2, 2007

WEST VIRGINIA BULLETIN NO: WV440-7-1

SUBJECT: PGM – Review of Contract Obligations

Purpose: Provide information on the field office requirements mandated by Departmental Regulation 2230-001.

Expiration Date: September 30, 2007

The agency is currently going through a national review of unliquidated obligations mandated by Departmental Regulation 2230-001. This review requires program and/or contracting personnel to determine whether the obligated funds are needed to complete the contract or if they can be de-obligated. Obligations with no activity for the past twelve months will be de-obligated unless there is a documented bona-fide purpose for the obligation to remain and a justification for the period of inactivity.

Since December 2006 each state has received a list of contracts to review. A new list is sent each month. We have limited the field office involvement to the greatest degree possible. I have consulted with all the ASTC-FOs concerning the procedures stated below. The answers to their questions and their suggested changes have been incorporated into this bulletin. This bulletin defines the field office and area office procedures to assist in this data gathering. Separate bulletins will be posted listing the contracts to be reviewed each month and the review timeframe.

I know this is a busy time, but this is a critical mission that has a high priority. West Virginia can not afford to be late or incomplete in our response to this data call. When you are contacted for requested information, this task will take priority over any other work you are involved with.

PL-534 Long-Term Contract Procedures

Contracts with Expiration Date in 2007:

- These contracts are currently within the maintenance phase.
- No new practice installation is permitted.
- Funds in remaining active contracts will be de-obligated in March 2007.
- Final status review will be due by 30 September 30, 2007

Contracts with Expiration Date in 2008:

- These contracts are currently within the maintenance phase.



- Requests for extending the practice installation period 6-months and reducing the maintenance period to 18-months will be considered on an individual basis. Detailed documentation will be required prior to approval, including landowner signature and completion schedule.
- Funds in remaining active contracts will be de-obligated in July 2007.
- Final status review will be due prior to September 30, 2008

Contracts with Expiration Date in 2009:

- These contracts are within approved practice installation time period.
- A contract review will be conducted in March 2007. Each contract item will be documented on the [WV-180-13](#). Documentation will state if the contract item is completed, the contract item is schedule for the calendar year and will be installed this calendar year, the contract item will be modified and for what reason.
- If a contract review (NRCS-CPA-13) has been conducted since January 1, 2006 and contains the information stated in the previous bullet, than another contract review is not necessary. The exception would be if a modification was made between the last review and this bulletin.
- Requests for extending the practice installation period 6-months and reducing the maintenance period to 18-months will be considered on an individual basis. Detailed documentation will be required prior to approval, including landowner signature and completion schedule.
- Funds in remaining active contracts will be de-obligated no later than July 2008.
- Final status reviews will be due by 30 September 2009.

Contracts with Expiration Date in 2010:

- These contracts are within approved practice installation time period.
- A status review will be conducted in March 2007. Each contract item will be documented on the [WV-180-13](#). Documentation will state if the contract item is completed, the contract item is schedule for the calendar year and will be installed this calendar year, the contract item will be modified and for what reason.
- If a contract review (NRCS-CPA-13) has been conducted since January 1, 2006 and contains the information stated in the previous bullet, than another contract review is not necessary. The exception would be if a modification was made between the last review and this bulletin.
- Requests for extending the practice installation period 6-months and reducing the maintenance period to 18-months will be considered on an individual basis. Detailed documentation will be required prior to approval, including landowner signature and completion schedule.
- Funds in remaining active contracts will be de-obligated no later than July 2009. Final contract reviews will be due by September 30, 2010.

Farm Bill Contract Procedures

All items listed below will be scanned and converted to PDF and save as “MG and contract#” (ex: MG743D473A234) then submit to the Area Office:

For ProTracts contracts that are current -

- A scanned copy of the CPA 1200 signature page with the participant(s) signature.
- If the amount needed to complete the contract is not the same as listed on the FFIS report under open balance, notify the ASTC-FO. The ASTC-FO will consolidation these discrepancies and forward to the ASTC-Programs.
- The ASTC-FO will review the contracts and consolidate the responses for forwarding to the ASTC for Programs. The forwarded responses will include the statement below signed by the ASTC-FO:

"I have reviewed the attached contracts and the remaining balance of \$ _____ is needed to carry out the terms and conditions of the contracts."

- Below this statement will be the name and title of the ASTC-FO, the signature and date.

For ProTracts contracts with practices in arrears:

- A scanned copy of the CPA 1200 signature page with the participant(s) signature.
- A scanned copy of the CPA 1200 signature page with the participant(s) signature.
- A copy of the NRCS-CPA-13 prepared according to program guidance and dated on or after January 1, 2006 to the ASTC-FO.
- A modification document (1156) bearing the electronic signature of the NRCS person with authority to approve the modification and the signature of the contract participant(s) if required by CPM 440.512, Subpart F, 512.50(D).
- The ASTC-FO will review the contracts and consolidate the responses for forwarding to the ASTC-Programs. The forwarded responses will include the statement below signed by the Assistant State Conservationist for Field Operations:

"I have reviewed the attached contracts, and the remaining balance of \$ _____ is needed to carry out the terms and conditions of the contracts."

Below this statement will be the name and title of the ASTC-FO, the signature and date.

If the NRCS-CPA-13 has not been prepared:

- A scanned copy of the CPA 1200 signature page with the participant(s) signature.
- The Field Office will prepare a [WV-180-13](#) according to Program guidance and provide a copy to the ASTC-FO: The documentation will include an explanation signed by the NRCS official and the participant. This explanation will include completed contract items, items scheduled for the current calendar year and the plan for installing those practices, and items in arrears to be modified and why.

- A modification document (1156) bearing the electronic signature of the NRCS person with authority to approve the modification and the signature of the contract participant(s) if required by CPM 440.512, Subpart F, 512.50(D).
- The ASTC-FO will review the contracts and consolidate the responses for forwarding to the ASTC-Programs. The forwarded responses will include the statement below signed by the ASTC-FO:

"I have reviewed the attached contracts and the remaining balance of \$_____ is needed to carry out the terms and conditions of the contracts."

- Below this statement will be the name and title of the ASTC-FO, the signature and date.

The ASTC-FO will consolidate the scanned files from field offices and, after reviewing for completeness, will post to the state office network server in the S:\NHQ_FNM Reports\month 2007\Program files.month 07 directory.

For non-ProTracts Farm Bill contracts –

The District Conservationist will provide a detailed explanation of how the remaining funds will be used. The signed explanation will go to the ASTC-FO who will certify and forward to the ASTC-Programs.

All items for non-ProTracts will be scanned and converted to PDF and save as "MO and contract#" (ex: MO723D47334) then submit to the Area Office:

Questions should be addressed to your Assistant State Conservationist-Field Operations.

/s/

KEVIN WICKEY
State Conservationist

Attachment

DIST: A,O